



ATTENDANCE AGREEMENT

Students are expected to maintain reasonable attendance.

ABSENCE PROCEDURE

If a student is absent, please call the office the day of the absence at 707-585-6108 x1152.

A written note stating the reason and date(s) of the absence may also be required the day the student returns to school. Please include the following information in the note:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence
- Writer's name and the relationship to the student
- Contact Information

All absences not cleared within three days will be considered unexcused. Excessive unexcused absences (four consecutive) will result in notifying the district of residence, if absences continue, an IEP will be scheduled to review student's placement.

Please refer to California Education Code 48205 for a list of excused absences.

EARLY DISMISSAL

Students leaving campus early must be signed out in the office by the parent/guardian, or an adult identified on the student's Emergency Contact Sheet. Parents/guardians are asked to schedule all appointments outside the school day when possible. Teachers are to keep students in class until notified by the office to release the student.

LATE ARRIVAL TO SCHOOL

Students who arrive to school late must be signed in at the front desk by the parent/guardian or an adult identified on the student's Emergency Contact Sheet.